

Egerton Rothesay School

E-Safety and Data Security: Policy for ICT Acceptable Use

Introduction

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole.

Information and Communications Technology covers a wide range of resources including; web-based and mobile learning. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Learning Platforms and Virtual Learning Environments
- E-mail and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices with web functionality

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these internet technologies.

At Egerton Rothesay School we understand the responsibility to educate our pupils on eSafety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Schools hold personal data on learners, staff and other people to help them conduct their day-to-day activities. Some of this information is sensitive and could be used by another person or criminal organisation to cause harm or distress to an individual. The loss of sensitive information can result in media coverage, and potentially damage the reputation of the school.

Everybody in the school has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

Monitoring

All internet activity is logged by the school's internet provider. These logs may be monitored by authorised staff.

Incident Reporting

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the school's ICT/ e-Safety Administrator.

Parental Involvement

We believe that it is essential for parents/ carers to be fully involved with promoting eSafety both in and outside of school and also to be aware of their responsibilities. We consult and discuss eSafety with parents/ carers and seek to promote a wide understanding of the benefits related to ICT and associated risks.

Parents/ carers are asked to read through and sign acceptable use agreements on behalf of their child on admission to school.

Policy approved by: John Bowcock
(on behalf of Governing Body)
Date:14.10.16

Next Review (latest):September 2018

Egerton Rothesay School
Acceptable Use of ICT Agreement- Poplar Pupils
(e-Safety Rules)

- I will only use ICT in school for school purposes.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files. I will not look at, alter or delete other people's work or files without their permission.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my e-Safety.



To Parents of pupils in Poplar
(Date)

Dear Parent

ICT, including the internet, learning platforms, e-mail and mobile technologies, has become an important part of learning in our school.

We aim for all our pupils to be safe and to behave responsibly when using any ICT. It is essential that pupils are aware of eSafety and know how to stay safe when using any ICT.

With this letter you should receive a copy of our 'Acceptable Use of ICT Agreement'. Please read and discuss this agreement with your child and then sign and return the confirmation slip below. If you or your child have any concerns or questions regarding the agreement, please contact either Mrs Peters, their class teacher or me.

Yours sincerely

Mr J Simpson
Head of ICT



**Egerton Rothesay School
Acceptable Use of ICT Agreement**

We have read and discussed the school's Acceptable Use of ICT Agreement.

..... (pupil name) agrees to follow the e-Safety rules within the agreement and to support the safe and responsible use of ICT at Egerton Rothesay School.

Parent Signature

Child's Class..... Date

Egerton Rothesay School
Acceptable Use of ICT Agreement- Senior School Pupils
(e-Safety Rules)

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network/ Learning Platform with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of pupils and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the Headteacher.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring the school into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.



To Parents of pupils in Senior School
(Date)

Dear Parent

ICT, including the internet, learning platforms, e-mail and mobile technologies, has become an important part of learning in our school.

We aim for all our pupils to be safe and to behave responsibly when using any ICT. It is essential that pupils are aware of eSafety and know how to stay safe when using any ICT.

With this letter you should receive a copy of our 'Acceptable Use of ICT Agreement'. Please read and discuss this agreement with your child and then sign and return the confirmation slip below. If you or your child have any concerns or questions regarding the agreement, please contact either their Base Leader, Form Tutor or me.

Yours sincerely

Mr J Simpson
Head of ICT



**Egerton Rothesay School
Acceptable Use of ICT Agreement**

We have read and discussed the school's Acceptable Use of ICT Agreement.

..... (pupil name) agrees to follow the e-Safety rules within the agreement and to support the safe and responsible use of ICT at Egerton Rothesay School.

Parent Signature

Pupil Signature.....

Form Date

Smile and Stay Safe Poster

e-Safety guidelines to be displayed throughout the school



Staying safe means keeping your personal details private, such as full name, phone number, home address, photos or school. Never reply to ASL (age, sex, location)

Meeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or carer and they can be with you.

Information online can be untrue, biased or just inaccurate. Someone online may not be telling the truth about who they are - they may not be a 'friend'.

Let a parent, carer, teacher or trusted adult know if you ever feel worried, uncomfortable or frightened about something online or someone you have met or who has contacted you online.

Emails, downloads, IM messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. So do not open or reply.